

**INVICTUS**

Education Trust



# Careers guidance policy



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### 1. Aims

This policy aims to set out our school’s provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils’ futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils’ awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they’re interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

### 2. Statutory requirements

This policy is based on the Department for Education’s (DfE’s) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (\*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in Years 8 to 13. For more detail on these encounters, see our provider access policy statement.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from Year 7 (instead of from Year 8, previously)

As an academy in England, we're now required to provide and publish careers guidance.

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

This policy complies with our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty.

### **3. Roles and responsibilities**

#### **3.1 Careers leader**

Our careers leader is Stuart Coggins and they can be contacted by phoning 01902 504980 or emailing [scoggins@wombournehighschool.co.uk](mailto:scoggins@wombournehighschool.co.uk) Our careers leader is a member of the senior leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
  - Make sure they know which pupils are in care or are care leavers
  - Understand their additional support needs
  - Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board

#### **3.2 Senior leadership team (SLT)**

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard

- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

### 3.3 The governing board

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in Years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

## 4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from Year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

Year Group	Careers Education Red Text = New additions following July 2023 review	Timing of event
7	TUTOR TIME – logging onto and setting up UNIFROG UNIFROG remote careers SOW – What are my interests UNIFROG remote careers SOW – What are skills UNIFROG remote careers SOW – Logging and recording activities 2 lessons a year in every subject which are career related 2 Career Assemblies with visitors 1-2-1 interviews with form tutor PP lead event – PP lead to meet and discuss aspirations	Term 1 Term 1 Term 2 Term 3 Throughout the year Throughout the year Throughout the year Throughout the year
8	UNIFROG remote careers SOW – What are my interests UNIFROG remote careers SOW – Career terminology UNIFROG remote careers SOW – career library hunt Year 8 student receptionist opportunities 2 lessons a year in every subject which are career related 1 Career Assemblies with visitors 1 Assembly with a provider of technical qualifications 1-2-1 interviews with form tutor PP lead speed dating coffee morning 1-2-1 interviews for high priority students with PSO or HOY	Term 1 Term 2 Term 3 Throughout the year Throughout the year Throughout the year Throughout the year Throughout the year TBC Throughout the year
9	UNIFROG remote careers SOW – What are my interests UNIFROG remote careers SOW – Linking activities to experience UNIFROG remote careers SOW – Subject library hunt UNIFROG remote careers SOW – Linking interests to careers UNIFROG remote careers SOW – GCSE choices session Year 9 enterprise project 2 lessons a year in every subject which are career related 1 Assembly with a provider of technical qualifications 1 Career Assemblies with visitors 1-2-1 interviews with form tutor PP lead speed dating coffee morning Level 6 guidance available at options evening for targeted students All y9 students university visit	Term 1 Term 2 Term 3 Term 3 Term 2 Term 2 drop down day Throughout the year Throughout the year Throughout the year Throughout the year TBC Y 9 options eve Term 2
10	UNIFROG remote careers SOW – What are my interests UNIFROG remote careers SOW – How to contact employers UNIFROG remote careers SOW – How to write a cover letter UNIFROG remote careers SOW – Career library hunt Virtual Career Fayre Onsite Careers Fayre Work Experience Group pathways sessions with level 6 agency 2 Career Assemblies with visitors	Term 1 Term 2 Term 3 Term 3 School website Term 2 Term 3 Term 3 Term 3

11	Weekly Form Time Careers lessons Interview skills workshop UNIFROG remote careers SOW – Evaluating effective revision UNIFROG remote careers SOW – How to manage stress and anxiety Choices and pathways half term PSHE sessions World of work half term PSHE sessions On Site post 18 providers fair and parent post 16 pathways lecture Group pathways sessions with level 6 agency Individual careers meeting with level 6 external agency Support with college applications with level 6 external agency SEN dedicated 1-2-1 sessions as priority 2 Career Assemblies with visitors Assemblies from Post 16 providers upon request Year 11 National apprenticeship show visit	Throughout the year Monthly Term 1 Term 2/3 PSHE on rotation PSHE on rotation Term 1 Term 1 and 2 Term 1 and 2 Term 2 and 3 Term 1 Throughout the year Throughout the year Term 1/2
12	Access to advice from level 6 external agency University Guest Speakers Apprenticeship show UCAS Convention UCAS Parent Information Evening University Residential visit (EdgeHill) Unifrog – all students have access Work experience Futures day Post 18 Options convention (Halesowen) Bespoke mock interviews English Speaking Board Qualification	
13	Access to advice from level 6 external agency University Guest Speakers Apprenticeship show Bespoke mock interviews Student finance – parents information evening	

### Key Stage 3

The aim of our KS3 program is to allow students to explore the many opportunities available to them, by immersing them in experiences which show every pathway available to them.

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

Year Group	Careers Education	Timing of event
7	TUTOR TIME – logging onto and setting up UNIFROG	Term 1

	<p>UNIFROG remote careers SOW – What are my interests</p> <p>UNIFROG remote careers SOW – What are skills</p> <p>UNIFROG remote careers SOW – Logging and recording activities</p> <p>2 lessons a year in every subject which are career related</p> <p>2 Career Assemblies with visitors</p> <p>1-2-1 interviews with form tutor</p> <p>PP lead event – PP lead to meet and discuss aspirations</p>	<p>Term 1</p> <p>Term 2</p> <p>Term 3</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p>
8	<p>UNIFROG remote careers SOW – What are my interests</p> <p>UNIFROG remote careers SOW – Career terminology</p> <p>UNIFROG remote careers SOW – career library hunt</p> <p>Year 8 student receptionist opportunities</p> <p>2 lessons a year in every subject which are career related</p> <p>1 Career Assemblies with visitors</p> <p>1 Assembly with a provider of technical qualifications</p> <p>1-2-1 interviews with form tutor</p> <p>PP lead speed dating coffee morning</p> <p>1-2-1 interviews for high priority students with PSO or HOY</p>	<p>Term 1</p> <p>Term 2</p> <p>Term 3</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>TBC</p> <p>Throughout the year</p>
9	<p>UNIFROG remote careers SOW – What are my interests</p> <p>UNIFROG remote careers SOW – Linking activities to experience</p> <p>UNIFROG remote careers SOW – Subject library hunt</p> <p>UNIFROG remote careers SOW – Linking interests to careers</p> <p>UNIFROG remote careers SOW – GCSE choices session</p> <p>Year 9 enterprise project</p> <p>2 lessons a year in every subject which are career related</p> <p>1 Assembly with a provider of technical qualifications</p> <p>1 Career Assemblies with visitors</p> <p>1-2-1 interviews with form tutor</p> <p>PP lead speed dating coffee morning</p> <p>Level 6 guidance available at options evening for targeted students</p> <p>All y9 students university visit</p>	<p>Term 1</p> <p>Term 2</p> <p>Term 3</p> <p>Term 3</p> <p>Term 2</p> <p>Term 2 drop down day</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>TBC</p> <p>Y 9 options eve</p> <p>Term 2</p>

#### Key Stage 4

Every successful individual of working age will have a message to share about gaining employment, the development of skills, unusual pathways into careers, and what it is like to undertake different roles. At Wombourne we therefore aim to create an environment whereby conversations about careers are regularly facilitated, either from the staff within the school, or visitors to the school, or with people students encounter on trips and visits. The aim of the careers education programme at Wombourne is to allow students to explore the many opportunities available to them, to understand the different skills and qualifications they need, and to inspire students to work towards career goals that align with their passions and interests.

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:



Year Group	Careers Education	Timing of event
10	UNIFROG remote careers SOW – What are my interests UNIFROG remote careers SOW – How to contact employers UNIFROG remote careers SOW – How to write a cover letter UNIFROG remote careers SOW – Career library hunt Virtual Career Fayre Onsite Careers Fayre Work Experience Group pathways sessions with level 6 agency 2 Career Assemblies with visitors	Term 1 Term 2 Term 3 Term 3 School website Term 2 Term 3 Term 3 Term 3
11	Weekly Form Time Careers lessons Interview skills workshop UNIFROG remote careers SOW – Evaluating effective revision UNIFROG remote careers SOW – How to manage stress and anxiety Choices and pathways half term PSHE sessions World of work half term PSHE sessions On Site post 18 providers fair and parent post 16 pathways lecture Group pathways sessions with level 6 agency Individual careers meeting with level 6 external agency Support with college applications with level 6 external agency SEN dedicated 1-2-1 sessions as priority 2 Career Assemblies with visitors Assemblies from Post 16 providers upon request Year 11 National apprenticeship show visit	Throughout the year Monthly Term 1 Term 2/3 PSHE on rotation PSHE on rotation Term 1 Term 1 and 2 Term 1 and 2 Term 2 and 3 Term 1 Throughout the year Throughout the year Term 1/2

### Key Stage 5

Our aims and objectives of our careers programme post 16 is to ensure our students have:

- Developed clear and deep understanding of themselves, their abilities and also their career goals
- To fully understand all the opportunities open to them Post 18 and also careers progression pathways
- Taken part in a work experience placement
- Understanding of the journey they are embarking upon to reach their career goals
- To build a portfolio of academic and pastoral achievements

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

- Attending careers events in both Year 12 and Year 13
- Experiencing workshops from both Universities, colleges and apprenticeship providers.

- Having access to quality independent careers advice and guidance
- Having bespoke support from a tutor in sixth form to assist them in their post 18 pathways choices
- Attending work experience
- Having weekly tutorials
- Having the opportunity to gain additional qualifications through enrichment

At Wombourne High School we understand that students entering the workplace over the next few years are likely to change career paths much more frequently than previous generations. We also understand that many skills that employers need are in emerging technologies. We therefore seek to develop as many skills in our young people as possible, to widen their horizons to the pace of change, and to make them adaptable young people, quickly able to pick up new concepts.

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

Year Group	Careers Education
12	Access to advice from level 6 external agency University Guest Speakers Apprenticeship show UCAS Convention UCAS Parent Information Evening University Residential visit (EdgeHill) Unifrog – all students have access Work experience Futures day Post 18 Options convention (Halesowen) Bespoke mock interviews English Speaking Board Qualification
13	Access to advice from level 6 external agency University Guest Speakers Apprenticeship show Bespoke mock interviews Student finance – parents information evening

#### 4.1 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Pupils with SEND are prioritised in receiving level 6 IAG with extra time allocated for 1 to 1 meetings

#### **4.2 Access to our careers programme information**

A summary of our school's careers programme is published on our school website <https://www.wombournehighschool.co.uk/careers>, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by following the relevant links

#### **4.3 Assessing the impact on pupils**

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- Pupil Voice
- Parental Surveys
- leavers' information
- employer feedback

#### **5. Links to other policies**

This policy links to the following policies

- Provider access policy statement
- Child protection policy

### **6. Monitoring and review**

This policy, the information included, and its implementation will be monitored by the Careers Lead and SLT with oversight of careers and will be reviewed annually.